

SUBJECT: TEACHER CERTIFICATION – PS, SS
NUMBER: 2006
EFFECTIVE DATE: 8/30/2016

I. POLICY

It is the policy of the employer to hire and retain qualified teaching staff for the purpose of providing quality Catholic education.

II. PURPOSE

The purpose of this policy is to ensure that all teaching staff meet the requirements of the Wisconsin Catholic Conference and the Department of Education, Diocese of Green Bay.

III. RESPONSIBILITY

It is the responsibility of the principal to ensure that all requirements are met and maintained for teaching positions at his/her campus.

It is the responsibility of the employer to keep current records on file and track academic achievements for compliance and payroll purposes.

It is the responsibility of the teacher to obtain all requirements for his/her position, keep current his/her academic and faith formation certification, and provide pertinent documentation to the employer.

IV. PROCEDURE

- A. All teachers are practicing Catholics. (note * below)
- B. All teachers and aides are required to obtain Foundational Catechetical Certification by completion of six (6) foundational courses: creed, liturgy and sacraments, morality, prayer and spirituality, bible, and methods for teachers. From date of hire one course per year is required. After the six foundational courses are completed, teachers and aides are annually required to take one approved ten-hour on-going course. On-going courses are approved by the diocesan Department of Education.
- C. All teachers, 4K-12, hold a Bachelor or Master Degree, and are licensed, or at hire complete a study plan to be licensed within three years, in his/her teaching development level and content area by the Wisconsin Department of Public Instruction (DPI). **

Early Childhood teachers (three-year old or younger) need a minimum of a Registry Credential, Associate Degree in Early Childhood (CDA), or Bachelor Degree that includes 12 semester hours in teacher education or in addition to the degree.

Teachers whose major assignment is teaching religion have a Bachelor Degree with a major in Catholic theology and attain 12 credits in teacher education as part of, or in addition to, the degree, or at hire complete a study plan to have requirements completed in three years. ***

OVER

Specialized areas: Ideally, teachers of specialized areas (i.e., music, art, physical education, world languages, technology) hold a Bachelor Degree in the specialized content area and WI teacher licensure, or at hire complete a study plan to be certified within three years. If not licensed in the specialized area, the teacher must have a teacher license in the developmental level and expertise in the area and follow the specific standards of the discipline in curriculum development.

Paraprofessional support staff, at a minimum, has a high school diploma and local training for position; ideally hold an associate degree or two years of college.

- D. All teachers maintain current Wisconsin DPI licensure.
- E. All teachers are encouraged to achieve the Master Educator license.
- F. Failure to meet the above requirements may result in loss of school accreditation.
- G. Failure to meet the above requirements may result in teacher receiving a locked current salary rate, or non-offer of a future year contract.
- H. Exceptions to this policy are requested in writing to the Superintendent of Catholic Schools for approval.

* “While some situations might entail compelling reasons for members of another faith tradition to teach in a Catholic school, as much as possible, all teachers in a Catholic school should be practicing Catholics.” *National Directory for Catechesis*, p. 233, United States Conference of Catholic Bishops (2005); *Standards for Educators in Catholic Parishes and Schools*, pp.3-4, Wisconsin Catholic Conference (2008)

Wisconsin Catholic Schools Accreditation, Essential Benchmark 2.3, “All faculty meet (arch)diocesan requirements for academic and catechetical preparation and certification to provide effective religion curriculum and instruction”.

** *Standards for Educators in Catholic Parishes and Schools*, pp.3-4, Wisconsin Catholic Conference (2008); “Minimum requirements for school teachers is appropriate state of Wisconsin licensure”.

Wisconsin Catholic Schools Accreditation, Essential Benchmark 7.8, “The faculty and professional support staff meet (arch)diocesan, state, and/or national requirements for academic preparation and licensing to ensure their capacity to provide effective curriculum and instruction.”

*** *Standards for Educators in Catholic Parishes and School*, pp 3-4, *Wisconsin Catholic Conference (2008)*; Teaches Religion for a majority of their school day has Bachelor’s degree with a major in Catholic theology and attain 12 semester hours of credit in teacher education as part of, or in addition to, the degree”.

Wisconsin Catholic Schools Accreditation, Essential Benchmark 2.3, “All faculty meet (arch)diocesan requirements for academic and catechetical preparation and certification to provide effective religion curriculum and instruction”.